



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Roberta Stewart & Chris Cole, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Friday, March 15, 2019
Start Time: 12:07pm
End Time: 1:45 pm
Location: The Burrough's Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from February 15, 2019 meeting minutes

(1.0) Moment of Silence

Chris called the meeting to order at 12:07 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction.

Chris welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

Chris reminded all attendees that meetings are recorded and to please remember to sign in.

(3.0) Community Input

There was none

(4.0) Approval of February 15, 2019 Meeting Minutes

A motion to approve the February 15, 2019 minutes was made by Chris Cole and seconded by Lauren Gau

For: (9) Ardila, Cuiman, Evans, Gau, Gluz, Romanik, Stewart, Teel, Lame

Against: (0)

Abstain: (4) Cole, Garofalo, Jenkins, Radocchia

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on March 7, 2019

1. We voted on and approved minutes from February 7, 2019.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We held our MCM training which included training on the following topics:
 - a. Client Health Insurance Survey
 - b. The Connecticut Insurance Premium Assistance program
 - c. How to Write A Care Plan



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4. Our next meeting will be held on Thursday, April 4, 2019 from 9:30am – 12:00pm at the Burrough's Community Center. Reminder, this meeting will be the MCM training.

Quality Improvement Committee

Christine Romanik gave the following report:

Here is a summary of our meeting that was held on March 7, 2019:

1. We couldn't approve the minutes from March 7th due to lack of quorum.
2. Staff gave an update on the site monitoring visits that are taking place in regions 2, 4 and 5.
3. Staff presented the updated Client Satisfaction Survey and the committee requested that staff e-mail 2 versions of the survey to regions 2 and 5 to see which version was better received by clients.
4. We discussed having the regional leads attend a SPA meeting to discuss how they are tracking service units for all funded services. Staff will make a spreadsheet in order capture this information. We will also look at the service categories that were identified last year during the PSRA process as needing further data from regions.
5. Our next meeting will be held on Thursday, April 4, 2019 from 12:00pm – 2:00pm at the Burrough's Community Center.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held today, March 15, 2019

1. We voted on and approved the minutes from the February 15, 2019 meeting.
2. We also reviewed the PCAT and are on task with all assigned activities.
3. We reviewed feedback from the February 15th PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas.
5. We invited a new Planning Council applicant into the application process.
6. We reviewed and update the Planning Council application. Staff will make changes and present at next month's meeting.

(6.0) Recipients Office Report

Tom Butcher gave the following report:

1. They are moving through all contracts and Lakeisha is a major part of this.
2. They will be hiring a QA manager very soon, there are 2 very good candidates at this time.
3. They will be releasing site visit reports from regions 2, 4 & 5 shortly.
4. They are exploring other software options other than CAREWare.

(7.0) New/Old Business

Planning Council Training

Staff presented the online Planning Council Training tool.

(8.0) Regional Updates

There were no updates this month.



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(9.0) Community Input

There was none

(10.0) Announcements

Kartisha will email announcement to staff for the website

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:45pm pm

- **Upcoming Planning Council Meetings**

1. SPA –Thursday, April 4th, 9:30am – 12:00pm
2. QI – Thursday, April 4th, 12:00pm – 2:00pm
3. Executive Committee - Friday, April 4th, 9:30am – 10:30am
4. M/F – Friday, April 12th, 10:30am – 11:30am
5. Planning Council – Friday, April 12th, 12:00pm – 2:00pm



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Attendance Record – 2019

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sep	Oct	Nov
1.	Inthiany Ardila	X	X	X							
2.	Max Cisneros Co-Chair (MF)	X	X	A							
3.	Cassandra Cokley	A	X	A							
4.	Chris Cole PC Co-Chair	X	X	X							
5.	Loreen Cuiman	X	X	X							
6.	Sabrina Delgado	A	X	A							
7.	Thomas Evans	X	X	X							
8.	Heather Garofalo	X	A	X							
9.	Lauren Gau Co-Chair (SPA)	X	X	X							
10.	Lisa Gluz	X	X	X							
11.	Heidi Jenkins	A	A	X							
12.	Albana Lame Co-Chair (QI)	X	X	X							
13.	Clara Langley	A	A	A							
14.	Joanne Montgomery Co-Chair (SPA)	X	X	A							
15.	Raphael Muniz	X	A	A							
16.	Richard Radocchia Co-Chair (MF)	X	A	X							
17.	Christine Romanik Co-Chair (QI)	X	X	X							
18.	Roberta Stewart PC Co-Chair	X	X	X							
19.	Charlotte Teel	X	X	X							
20.	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	79%	74%	68%							

Guests: Donald Winfrey, Aaron Stuart, Jamelia Beckford, Kartisha Hall, David Colbert, Jean Brown, Charlene Lee, Krystle Moore, Ken Flyte, Nancy Kingwood, Clunie Jean Baptiste, Christina Rizk, Tequetta Valeriano, Jennifer LoSchiavo